

JOB DESCRIPTION

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
Post:	Estates Manager
Location:	Wootton Upper School / Kimberley College
Salary:	£33,136 - £36,153 per annum
Responsible to:	Finance Lead / Executive Principal
Working Pattern:	Part-time or Full-time
Key Relationships:	Executive Principal, Leadership Team; relevant teaching and support staff, external agencies, parents' local community, sponsors
Disclosure Level:	Enhanced

Job Purpose

1. Work within the Trust and take a lead role in ensuring high quality provision of estates services.
2. The post holder will manage all aspects of the Trust's properties including upkeep, care, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements.
3. The post holder will undertake the management of refurbishments, expansions and other building advancements and support with bidding, developing, procuring and implementing building projects.
4. The successful candidate will need to have experience in a property maintenance role and possess excellent administration, organisational and computer skills.
5. The standard full-time working week is 37 hours however there is an option to review the role to accommodate part-time working - actual work times will be planned in advance but will include occasional early starts/evenings so the ability to be flexible to meet operational needs is an essential requirement.

Estates and Facilities Management

- Contributing to the preparation of a strategic Trust estates plan; to lead the implementation of these plans to deliver the objectives for the Trust.
- Assisting with the development of bids for capital funding opportunities.
- Developing and implementing building projects. Acting as project manager for authorised schemes, paying particular attention to regulatory requirements, quality, compliance with agreed specifications, timescales, safety and ensuring that value for money can be evidenced in all awarded contracts.
- Effective liaison on site with contractors involved in major projects and ensuring that procedures are effective at academy level in terms of Trust staff/contractor liaison.
- Completion of annual maintenance inspections and condition surveys for the Trust.
- Using the annual maintenance inspections and condition surveys, working with the facilities staff within the Trust to develop and implement a planned maintenance programme for the Trust's estate and assets.
- Ensuring that Trust buildings are properly cleaned and the grounds are suitably maintained, using internal staff and external contractors as appropriate.
- Oversee the work of the Site maintenance team, leading on prioritisation of work across the Trust and day to day deployment of this post holder.
- Proactive engagement and management of professional contractor services, to ensure that services are procured in line with Trust financial/procurement regulations and the delivery of high quality and cost efficient services, in line with contract specifications.
- Ensuring that all estates and facilities management systems, processes and practices are consistent across the Trust.
- Developing and ensuring implementation and maintaining of easily accessible and auditable records for asset maintenance and management, including records of inspections, maintenance requests, complaints, costs and repairs.
- Ensuring that accurate and detailed floor and site plans are kept and updated regularly and to maintain the property portfolio.
- Deploying the Site maintenance team to prioritised jobs across academies within the Trust.

Security/Health and Safety

- Ensuring that in all activities undertaken, the Trust properly discharges its duties under its Health and Safety Policy; the Health & Safety at Work Act; COSHH regulations; and any other relevant statute, regulation or directive. Similarly, to ensure that contractors operate safely in accordance with these same statutes etc.
- Acting as the Trust Project Manager and responsible Health and Safety Coordinator for Construction Design Management projects. Also to act as the Trust's Asbestos Control Manager and the Legionella Control and Health and Safety Manager.
- Ensuring that fire risk assessment and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/contractors who are appropriately qualified.
- Ensuring that estates related risk assessments are completed and workplace inspections are carried out on a regular basis.
- Ensuring that all health and safety management systems, processes and practices are consistent across the Trust.
- Co-ordinating and ensuring implementation of the Trust's responsibilities in relation to maintaining health and safety statutory documentation.
- Reviewing and developing existing and new policies in line with statutory requirements and managing any necessary consultation process.
- Ensuring that buildings are safe and secure at all times and adhere to both Health and Safety requirements and statutory Ofsted guidelines for the health and well-being of staff, students and visitors.
- Lead and manage all site and premises security. Assess security to ensure that appropriate responsive arrangements are developed and implemented to achieve comprehensive, safe, secure and appropriate access at all times.
- Ensure appropriate security patrols and site inspections to identify and report potential health and safety issues are carried out by Trust based site staff and that they respond to any security concerns.
- Establish, review and advise on Health and Safety/fire policies and procedures at the Trust.
- Ensure adequate first aid provision is provided in the Trust through liaison with Trust based staff.

Budgets and Reporting

- Responsibilities for the management of the relevant budgets, ensuring all are expended in accordance with the requirements of the Trust's Financial Regulations.
- Preparing reports for Finance Lead, Executive Principal, Governing Bodies and relevant external bodies (e.g. Health & Safety Executive, insurer, Ofsted) in all areas relating to the role, as and when required.
- Making recommendations when setting the budget regarding site needs.

Line Management

Line management and day to day supervision of the Site maintenance team.

Conditions of Service

- The post holder is eligible to join the Local Government Pension Scheme.
- Salary is payable by bank account credit transfer at the end of each month.
- The working week is 37 hours which will include some early starts and late finishes as and when required.

Skills and Abilities

The post holder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:

1. Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
2. Learn new skills and expand current skill set and to be able to pass on knowledge and techniques to others.
3. Demonstrate good general interpersonal and communication skills.
4. Deal with conflicting demands and work flexibly.

General

- This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.
- The duties and responsibilities of the post will evolve to meet changes in regulations, statutory requirements or the natural development of the Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • IOSH qualification (training will be given to the right candidate). 	
Experience, skills and knowledge	<ul style="list-style-type: none"> • Substantial experience in an estates and facilities management role. • High academic standard of general education plus a relevant technical qualification and relevant work experience across a similar technical or specialist area. Includes a full understanding of operational practices and procedures of the area(s) being supported and a broad understanding of statutory and legislative guidelines. In depth knowledge of a range of procedures for providing operational management and oversight of the premises and its sites including security, budget monitoring and health and safety, risk assessments, planning applications, supervision and management of staff, CDM regulations. • Knowledge of Health & Safety regulations relating to Estates function. • Strong project management experience. • Experience of formulating and managing planned maintenance activities. • Previous experience of managing contractors. • Previous experience of working with CDM. • Well-developed planning, organisational and budget management skills. • Ability to use initiative and problem solving skills • To understand and be able to lead staff through change. • Ability to work with people to motivate, enthuse and inspire colleagues. • Ability to delegate and hold others to account • Familiarity with Microsoft Office applications and the ability to acquire and update skills as the software packages develop. • The ability to assess IT based and other solutions and implement them in order to secure improvements in working practices. 	

Personnel Qualities	<ul style="list-style-type: none">• A flexible attitude towards the role, duties and hours.• Committed to the aims of the Trust.• Understanding the distinctive nature and ethos of the academy.• Clear view of what high standards and performance look like.	
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